

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



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COMMISSIONER OF ADMINISTRATION

December 29, 2016

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2017-30

TO: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: 2016 Affordable Care Act (ACA) Reporting

As required by the Patient Protection and Affordable Care Act (PPACA), the Office of State Uniform Payroll (OSUP) will complete ACA reporting in 2017 (reporting calendar year 2016 data). The ACA requires employers to provide an Internal Revenue Service (IRS) form to employees/covered individuals as well as report information to the IRS. OSUP will be reporting health care offers and coverage via IRS Form 1095-C (Employer-Provided Health Insurance Offer and Coverage).

In addition to reporting this information for employees, OSUP will also be reporting for retirees, survivors, and COBRA participants who participated in a self-insured (Blue Cross/Blue Shield or LSU Health) health plan through the Office of Group Benefits (OGB) during 2016. Covered individuals in a fully-insured plan (Vantage) should receive health coverage information directly from their insurance carrier. OGB is providing the required information for these covered individuals to OSUP. These individuals are reported on the ACA Audit Report (transaction ZP189) using the "OGB ACA File" option. These individuals are identified in the "EE Sts" column as R (Retiree), C (COBRA), S (Survivor), and O (Other). Individuals with a value of "S" in the coverage columns will receive a Form 1095-C from OSUP.

All Forms 1095-C will be mailed by the IRS deadline of March 2, 2017. **Note:** There will be no electronic self-view and print option available for Form 1095-C. This does not, however, affect the employee's option he/she has chosen for receipt of his/her IRS Form W-2. Forms will be mailed to active employees using the LaGov HCM mailing address, or permanent address if no mailing address exists. For inactive employees (retirees, survivors, and COBRA participants), forms will be mailed using the address provided by the Office of Group Benefits.

Note: Employees should always maintain their current contact information in LEO or through their agency EA/HR departments. Correct contact information will ensure agency correspondence and/or Forms 1095-C (if applicable) will be received by the employee and the correct address will be reported to the IRS. Agencies should use the Employee Address Report (ZP120) for verification of addresses. Also, if an employee's mailing address was changed in LaGov HCM to have a check sent to the agency for a special circumstance (ex. termed employee), the mailing address infotype (IT0006, Subtype 5) must be changed back to the employee's mailing address. If this is not done, the Form 1095-C (if applicable) will be mailed to the agency, and the address reported to the IRS will not be correct.

In an effort to mitigate questions and phone calls, OSUP will include a letter with each form explaining the purpose of the form. In regards to the IRS reporting deadline, employees can rely on information provided by the IRS in early 2016 (paraphrased):

Must I wait to file until I receive these forms?

Some taxpayers may not receive a Form 1095-B or Form 1095-C by the time they are ready to file their 2016 tax return. While the information on these forms may assist in preparing a return, they are not required. Taxpayers can prepare and file their returns using other information about their health insurance. You should not attach any of these forms to your tax return.

[Attached](#) is an OGB document that provides the 2016 employee share of lowest cost self-only premium rates. Employees can use this tool, as necessary, to complete their tax return.

NOTE: Agencies will be locked out of IT9004 at close of business on January 13, 2017. After that date, any changes to an employee's IT9004 must be updated by OSUP. Please make sure that all 2016 updates are completed by this date.

Employee questions should be directed to the agency's human resources office or to OSUP's dedicated ACA telephone number, (225) 219-9434. This number will have a pre-recorded message for employees and give them the option to leave a voice message. Employees can also visit [OSUP's ACA webpage](#) for state employees. Agency questions concerning ACA and/or the IRS form should be directed to the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@LA.GOV or (225):

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